



Defense Integrated Military Human Resources System (DIMHRS)

Family Member Reference Guide

Dear Army Family Members,

I want to thank you for your support to your Soldier and through that support to the United States Army and our great nation. You have been, and remain the backbone of the military family during peacetime and war.

The Army is continually moving toward modernizing our forces and part of that includes military personnel and pay services. One of those initiatives that you need to know about and understand is DIMHRS – the Defense Integrated Human Resources System.

The Army will combine military personnel and pay systems into one human resources system for all components: Active, National Guard and Reserve. Since this is a Department of Defense initiative, all services will eventually use the new system with the Army being the first to adopt DIMHRS in March 2009.

Transitioning to DIMHRS will mean Soldiers can manage their combined personnel and pay record online using a variety of self-service features. Soldiers will have one record for the lifetime of their career. This will make a notable difference when Soldiers transition from one component to another and even if they change branches of service. As an integrated personnel and pay system, there will be fewer opportunities for problems with pay.

Using DIMHRS self-service capabilities, Soldiers will be able to make changes, such as their direct deposit and residence information; and enroll in thrift savings plans. In addition to having the above capabilities, Soldiers can also track the status of their personnel actions. They will know where their evaluation is in their rating chain or who has their request for reassignment.

When DIMHRS is implemented in 2009, there will be some changes. Since DIMHRS is based on a commercial-off-the-shelf product, there will be different terms used within the system. For example, the Leave and Earning Statement (LES) will be called the “pay slip” in DIMHRS and will look different.

Another important change to be aware of is that in DIMHRS, all Soldiers will be paid twice a month (on the 1st and 15th). There will be no option for once a month pay. It is highly advised that those Soldiers who currently receive once-a-month pay begin planning for the adjustment to twice-a-month pay.

Enclosed are some materials that will help you become more familiar with DIMHRS and inform you about how DIMHRS will affect your Soldier. For your information, Soldiers will need to review and update their personnel and pay records, as all information will be transferred “as-is.” Another requirement will be for all Soldiers to have or obtain an Army Knowledge Online (AKO) e-mail account by September 1, 2008 because their individual DIMHRS User ID and log-in information will be sent to their AKO e-mail account.

I encourage you to go to the Army DIMHRS website at www.armydimhrs.army.mil to learn more and become familiar with some of the changes coming with DIMHRS, such as twice-a-month pay, new terminology and the new pay slip. March 2009 may seem far away, but getting acquainted with DIMHRS now means fewer adjustments later.

Take heart that your contributions are recognized by Army senior leadership. They understand that you need to be aware of DIMHRS and how it will affect Soldiers and their families. Again, thank you for your support to our Army.

Sincerely,
COL Patrick Devine,
Chief, Army DIMHRS

WHAT DOES DIMHRS MEAN TO ME?

The Army is implementing the new Defense Integrated Military Human Resources System (DIMHRS), a pay and personnel system designed to streamline Defense Department Human Resources (HR) processes. Effective 1 March 2009, this system will create one personnel record per service member for their entire career and will automate pay procedures so that personnel actions automatically prompt associated pay events.

DIMHRS for Family Members

In compliance with Homeland Security Directive 12, Soldiers' personal information is protected in DIMHRS. Spouses and other family members, including dependents, will not be given direct access to DIMHRS. Family members who need to access a Soldier's pay slips, W-2 forms, records and other information can contact the unit S-1 (Adjutant) office. A Special Power of Attorney or General Power of Attorney will be required for the S-1 to provide this service. DIMHRS will not affect existing procedures for obtaining ID Cards and making dependent status changes, which will still be performed at the Defense Enrollment Eligibility Reporting System office (DEERS).

What is DIMHRS?

DIMHRS is a Congressionally-mandated program designed to provide the Army with an integrated, multi-component personnel and pay system. Personnel records will be available to HR professionals, combatant commanders, personnel and pay managers, and other authorized users throughout the Army. This web-based HR tool will be available online 24 hours a day.

The personnel and pay functionality addresses inefficiencies in the delivery of military personnel and pay services, such as incorrect pay and inaccurate credit of service, which are caused by complex interfaces between multiple systems with numerous opportunities for error. DIMHRS will provide each service member with a single, comprehensive record of service and will feature a self-service capability that allows the service member to update portions of their personal information. In addition, personnel actions in DIMHRS (such as a promotion or activation) will automatically compute associated pay events, reducing the possibility for errors.

What is changing in DIMHRS?

Access

Service members will be able to access their own personnel and pay records using DIMHRS' self-service functionality from any computer using a user name and long, strong password consisting of a combination of upper and lower case letters, numbers and special characters. HR personnel or managers who have access to multiple records will use a CAC to log on so that their access can be verified.

Approximately six months after implementation (September 2009,) all users will be able to access DIMHRS Self Service from any computer using either a long, strong password or a CAC. Access from a non-DoD system will revert to self-service, meaning that service members will continue to be able to maintain and monitor their own information from any computer. For additional information on access to DIMHRS, please see our DIMHRS [User Access fact sheet](#) online.

Self service will contain the following functions:

View/Update/Print:

- Discretionary allotments
- Form W4
- Direct deposit information
- Family Dental Enrollment Application
- Personal information
- State of Legal Residence Change request
- Thrift Savings Plan enrollment
- Savings bond allotments
- Civilian Employment
- Action Requests (formerly DA Form 4187)

View/Print:

- Form W2
- Dependent information
- SGLI election
- Pay Slip
- Service Member Record Brief (SMRB)
- Evaluations
- Contract
- DA Photo
- Awards
- Military/Civilian Education
- DD Form 214

Pay

Effective 1 March 2009, all service members will be paid on the 1st and 15th of each month in DIMHRS. Bonuses and incentives will be paid on those days, and service members can elect to have their discretionary allotments disbursed either once or twice a month.

DIMHRS will create pay slips for all service members, replacing the Leave and Earnings Statement (LES) currently accessed through MyPay. Retirees and Department of Defense federal civilians will continue to be paid through MyPay.

Using DIMHRS self-service functionality, service members will be able to view and print their pay slips. For additional information on DIMHRS and Pay, please see our [DIMHRS and Pay fact sheet](#).

NAME:Jennifer Stamps SSN:XXX-XX-9021 Grade: O3 ETS:			Employee ID: 10000011280 Department: W00122 -742 MI BN Job Title: MEDICAL-SU Pay Rate: \$2,196.00 S			TAX DATA: Federal AZ State Marital Status: M N Allowances: 2 2 Additional Pct.: Additional Amt.:		
HOURS AND EARNINGS						TAXES		
-----Current-----			-----YTD-----					
Description	Rate	Hours	Earnings	Hours	Earnings	Description	Current	YTD
Base Pay			1,073.92		4,767.82	FIT Withholding	501.79	9,627.68
Basic Allowance/Subs			50.00		237.50	OASDI Tax	231.90	2,064.07
Basic All. for Subs			0.00		1,312.50	Medicare Tax	54.24	482.73
						State Income Tax	95.34	95.34
Total			1,123.92		6,317.82	Total	883.27	12,269.82

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Total	0.00	0.00	Total	0.00	0.00	*Taxable		
TOTAL GROSS			FED TAXABLE GROSS			TOTAL TAXES		
Current	3,790.32		3,740.32		883.27	0.00	2,907.05	
YTD	34,841.52		33,291.52		12,269.82	0.00	22,571.70	

ABSENCE HOURS	
Ordinary Leave	1.250000
Ordinary Leave Balance-FYTD	21.250000

NET PAY DISTRIBUTION	
Check#	000000000000001114
	2,907.05
Total	2,907.05

Messages: Base Pay: Last Period - 1846.950000 This Period - 1073.920000
 Basic Allowance/Subsistence: Last Period - 93.750000 This Period - 50.000000
 Retirement Points: Last Period - 15.000000 This Period - 8.000000

Frequently Asked Questions

Q. Will I be assigned my own password to access DIMHRS?

A. No. Spouses and other family members, including dependents, will not be given direct access to DIMHRS. Those family members who require access to DIMHRS should contact the Legal Assistance Office to obtain a Special or General Power of Attorney.

Q. How can I access my deployed Soldier's record in DIMHRS?

A. DIMHRS complies with Homeland Security Directive 12, which means a Soldier's personal information is protected. However, if you need to print information contained within your Soldier's records, you must first bring your Power of Attorney documentation to your Soldier's unit S-1, and the office will print it for you.

Q. What is a Power of Attorney, and how do I get one?

A. A Power of Attorney (POA) is a legal document in which a grantor gives you (agent) some legal power allowing you to conduct certain business on the grantor's behalf.

There are two types of POA: General and Special (limited).

A general POA gives the named agent very broad powers to act on the grantor's behalf; and a special POA limits the agent's authority to act only on certain matters. For example, in a special power of attorney, only certain powers would be granted, like the authority to access DIMHRS to print out a pay slip.

Contact your post's Army Legal Assistance Office. Legal Assistance staff will prepare a general or special POA based on your needs.

Q. Will DIMHRS affect my Soldier's pay?

A. There will be no change to the amount of pay your Soldier receives as a result of the implementation of DIMHRS. However, in DIMHRS, all Soldiers will be paid on the 1st and 15th day each month.

Q. Will DIMHRS change the way my family gets ID cards?

A. DIMHRS will not affect existing procedures for obtaining ID Cards and making dependent status changes, which will still be performed at the Defense Enrollment Eligibility Reporting System office (DEERS).

Q. Is Dependent information contained in a Soldier's record in DIMHRS?

A. Yes. DIMHRS receives basic personal information about dependents for a Soldier's basic profile, as well as for emergency contact and life insurance beneficiary purposes.

Q. Will DIMHRS affect Exceptional Family Members?

A. Currently, DIMHRS will be able to track those enrolled in the Exceptional Family Member Program (EFMP) by virtue of Restriction Codes. Restriction Codes can also be used to defer an assignment pending the outcome of an EFMP screening. Personal information associated with a member's EFMP status is not currently resident in DIMHRS.

DIMHRS Readiness Family Member Checklist

☐ September 1, 2008

Make sure your Soldier has an Army Knowledge Online account so he/she is able to receive his/her DIMHRS User ID and Password.

☐ December 1, 2008

Encourage your Soldier to check his/her records. This includes, but is not limited to, discrepancies on the monthly Leave and Earnings Statement (LES), Officer Record Brief (ORB), Enlisted Record Brief (ERB), Service Member Group Life Insurance (SGLI), and Record of Emergency Data (DD Form 93). If changes are needed, schedule an appointment to see the unit Human Resources specialist.

☐ Jan 1, 2009

Begin the process of reviewing how you pay bills. In DIMHRS, all Soldiers will be paid twice a month (the 1st and 15th). Be prepared to make adjustments, as necessary.

☐ Training

Training is scheduled by organization. Soldiers can ask their training non-commissioned officer (NCO) for available information.

☐ Become familiar with how to navigate in DIMHRS

A “draft” of the DIMHRS Basic Foundation Course is located at www.hrd.army.mil/ArmyDIMHRS/BasicFoundationCourse/bfc.htm

☐ March 1, 2009

DIMHRS Implementation arrives. Is your family ready?